



Traverse des Sioux Library System

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9/10/07jd/kg

Global Modification Wizard

The *Global Modification Wizard* is available through your TECH login, on the cataloging toolbar. Use **this wizard with caution!!** Only well-trained, well-trusted staff should be allowed access to this wizard, due to database security.

The example below is for changing the item category 1 and 2 on a stack of magazines.

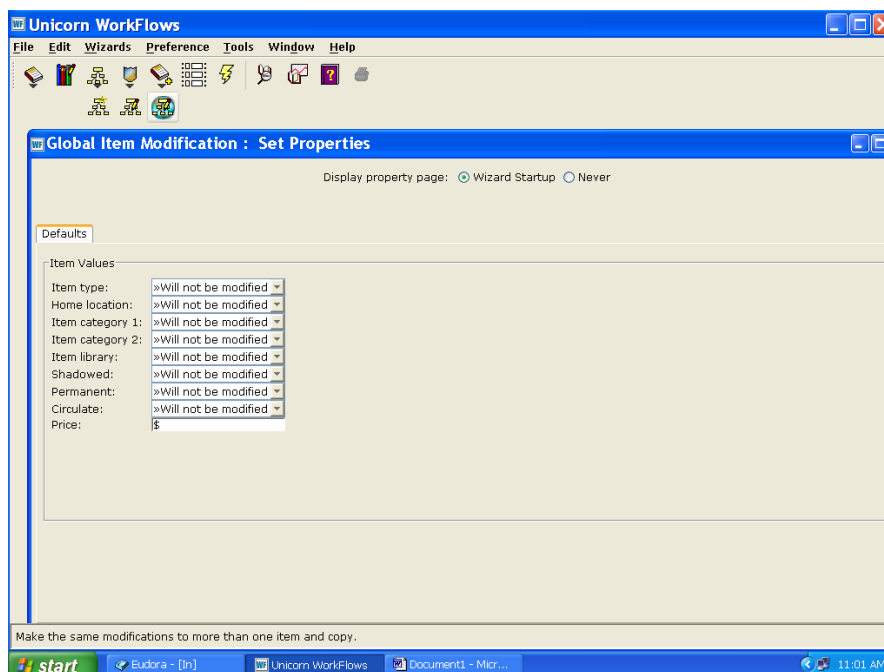
Step 1: Login to WorkFlows with your TECH login.

Step 2: Change to the Cataloging toolbar.

Step 3: Click the Item Maintenance group wizards.

Step 4: Click the Global Item Modification wizard.

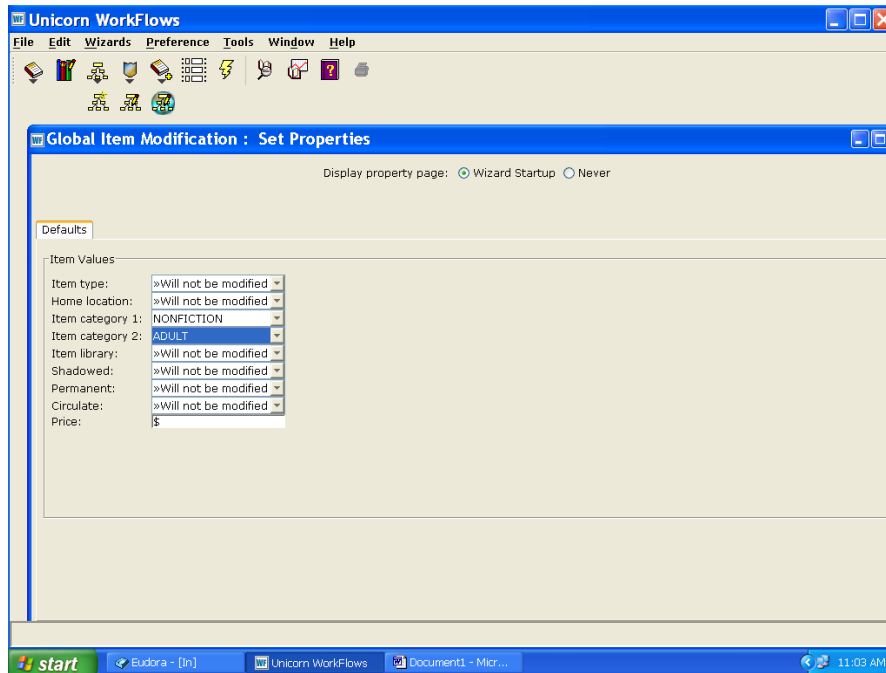
Step 5: A default property screen will appear, as shown below.



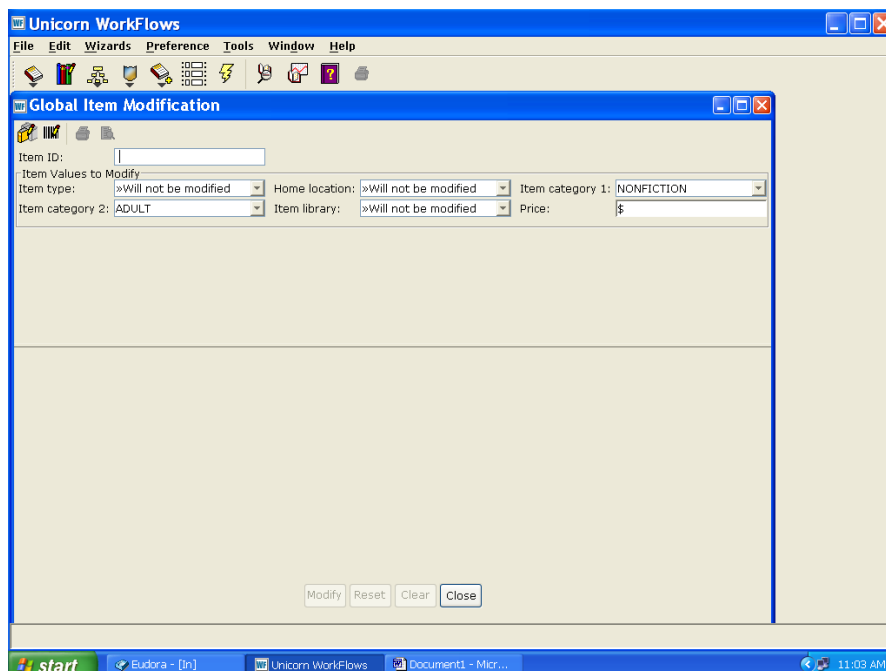
Step 6: Change the defaults to the values you wish to change for each item. Do not set values for fields that do not need to be modified. In this case, we will have a stack of magazines. The item type is already correctly set to MAGAZINE, so that field will remain unmodified. Since our magazines currently have an item category 1 of unknown, and an item category 2 of unknown, we would like to change them to NONFICTION and ADULT.

Step 7: Click OK when your default values are set.

Note: It is not possible to change to a value of blank.

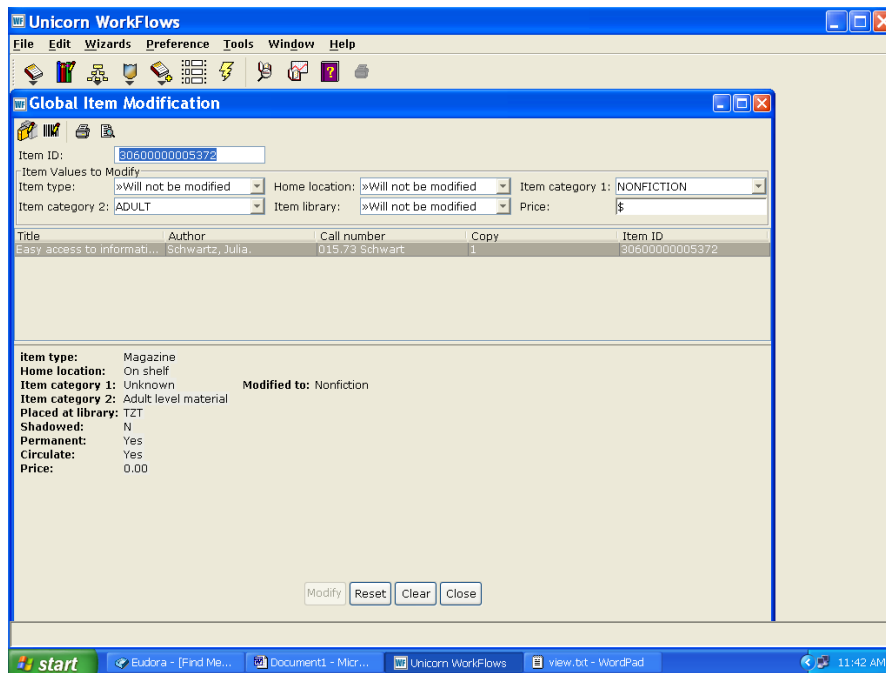


Step 7: Scan the item barcode into the item ID field and click *Modify*, or just press <enter> .

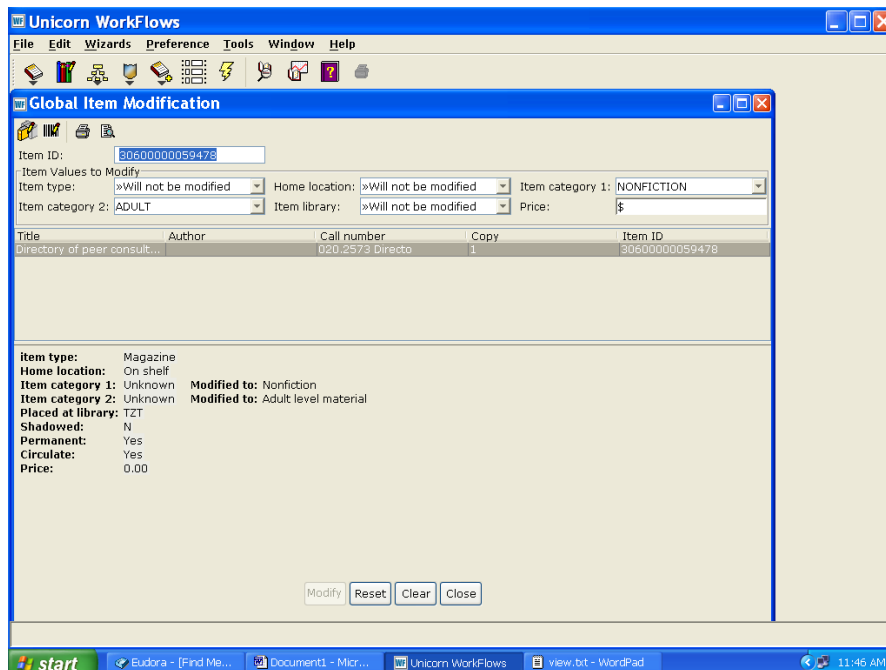


Step 8: Item will be modified as shown below. Notice in Example 1 that only item category 1 was modified since item category 2 was already set to adult. In Example 2, both categories were modified.

Example 1:



Example 2:



Step 9: Continue to scan each barcode into the Item ID field and click *Modify* or press <enter>.